



Personnel  
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

## MANAGEMENT ANALYST

**DATE:** June 10, 2004 (amended October 5, 2004)

**SALARY:** \$45,101 - \$62,172

**NATURE OF WORK:** This is responsible administrative supervisory work monitoring administrative and fiscal activities for the privatized municipal fleet maintenance operation including contract compliance and quality performance. Also performs various financial management duties including development and monitoring various department budgets.

**WORKSITE LOCATION:** Central Services Department, City Hall  
10770 W. Oakland Park Blvd., Sunrise

**EDUCATION:** Graduation from an accredited college or university with a bachelor's degree in business or public administration, accounting, management, transportation or a closely related field.

**EXPERIENCE:** --Three (3) years progressively responsible experience in fleet management/contract administration and considerable experience in financial management.

**CLOSING DATE:** Open until filled.

**HOW TO APPLY:** Please submit a completed City of Sunrise Employment Application or two (2) copies of resume with: proof of education and salary history to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

**EQUAL OPPORTUNITY EMPLOYER - M/F/D/V**